

2001

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
January 9, 2001

Mr. Berryman, Chairman, welcomed new members who introduced themselves and called the meeting to order at 4:00 PM. Present were Ms. Adams, Ms. Abercrombie, Ms. DeJoy, Mr. Eberhard, Mr. Heyl, Mrs. Middleton, Mr. Mokler, Mr. Pollock, Dr. Prokasy, Mr. Ruffin, Mr. Tritt and Mr. Wetherbee. Mr. Dendy was absent. Staff members present were Mrs. Ames, Mrs. Walker, Mrs. Ferrelle, Mrs. Simonds, and Mrs. Blake, who recorded the minutes.

The minutes of the October 10, 2001 meeting were approved as mailed with no additions or corrections upon a motion and second by Mr. Heyl and Mr. Pollock. There were no members of the public present.

Mrs. Simonds gave the financial report. She explained some of the high budget expenditures but pointed out that we are pretty much where we should be with half the fiscal year gone. Revenues are at 48.65% so that is on track as well.

The agenda was adopted upon a motion and second by Dr. Prokasy and Mr. Wetherbee.

Staff Report - Mrs. Ferrelle reported on the Advocacy Grant which our library has received from the Viburnum Foundation. We are one of four libraries in Georgia to receive \$10,000. This is a two-fold grant, part marketing, part advocacy. We will update our logo and webpage and have a billboard to raise our visibility as part of the marketing plan. And on March 19, we will have a workshop led by Suzanne Pfister of Phoenix, AZ, to train trustees to be better library advocates. The overall goal is to raise local county library budgets by 10%.

Committee Reports

1. Friends of the Library - Mr. Wetherbee reported that the book sale has been set for Feb. 27 Mar. 4. The tentative location is the Video Update storefront next to Borders book store.
2. Winterville - Mr. Gray as the new representative from Winterville was not aware he would be asked for a report but did say that their local board is two members short and that they had met Monday night. He said branch manager, Susie DeGrasse, had everything under control.
3. Endowment - There is now only \$20,000 left to raise next year to meet the NEH match of \$300,000. There will be a special event on February 14 to thank donors and unveil the plate wall for big donors.
4. Public Relations - This committee will be working with the Athens Bicentennial Committee to plan and participate in events.
5. Building and Grounds - Mr. Pollock reported that the library has a new sign. One of the recommendations of the

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Performance Audit report is to have a contract for repair and maintenance with the Facilities Management Department of county government. We are one of the few without such a contract.

Director's Report

Mrs. Ames commended Mamie Simonds, the Business Manager. She explained that after 13 months we have still not had a clean payroll on Sampson, the new accounting system.

Julie Walker gave a quick update on PINES. It will be necessary to re-register every patron. There will be extensive training for the staff. The equipment has already arrived and we will go live somewhere around the end of the fiscal year.

Mrs. Ames invited board members to read her attached report.

She highlighted UCITA-Children's Internet Protection Act which impacts us. It requires us to filter computers for children and all computers the public has access to. Mrs. Ames says she expects a challenge to the adult part of this act.

Legislative Day attendance was encouraged on January 25.

It was suggested that we publicize our two new vans and in particular tell Representative Louise McBee what programs we're now able to have with the new vehicles.

Unfinished Business

Clark County Performance Audit - Laura Frame and John Wolfe called and cancelled their attendance late this afternoon.

The Constitution Review Committee will try to meet prior to the April meeting.

New Business

Budget FY2002 - The Finance Committee met and recommended a 4% across the board increase in salaries. They want to implement suggestions from the Performance Audit and voted to establish minimum salaries to specific job titles. The Committee is also recommending a video camera be placed in the entryway. Mr. Pollock moved to accept the Finance Committee's recommendations as presented and Dr. Prokasy provided the second. The recommendation was unanimously accepted.

Pat Tritt was elected Treasurer of the Athens-Clarke County Library upon a motion and second by Mr. Eberhard and Mr. Wetherbee.

Mr. Berryman appointed Ron Wetherbee to the Regional Library Board and new members to board committees. See attached. A board orientation was scheduled for the first week of February.

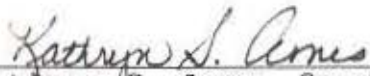
The Board recommended no changes in the meeting room policy so no charges may be made to those attending workshops.

Mr. Heyl moved that a fee of \$.50 be made for copies from the new reader printer in the Heritage Room. Mr. Wetherbee seconded and the motion was passed unanimously.

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February 15 is the Budget Hearing before the Commissioners. Sometime between then and March 13 when we meet with the Logan Committee of the Commission, we will have a called meeting to go over the Performance Audit.

As there was no other business, the meeting was adjourned at 5:20.


Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
January 18, 2000

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Pollock, Chairman, at 3:30. Attending from Athens-Clarke County were Dr. Prokasy, Mr. Wetherbee and Mr. Ruffin; from Franklin County were Mr. Eschedor, Mr. Miller and Mr. Mathis; from Madison County was Mr. Ingram; from Oconee County were Mr. Swan, Ms. Smith and Mr. Billings; and from Oglethorpe County were Mr. Downs, Mr. Shapiro, and Mrs. Drewry. Mrs. Murray of Madison County has resigned and two new representatives now need to be appointed. Mrs. Ames, Mrs. Walker, Mrs. Firestone, Mrs. Colegrove, Mrs. Simonds, and Mrs. Blake, who recorded the minutes, were present from the library staff.

Introduction of new members was the first order of business. The minutes from October 19, 2000 meeting were never received by board members so their approval was tabled until the next meeting.

There were no members of the public present. The agenda was adopted on a motion and second from Mr. Downs and Mr. Wetherbee.

Mrs. Simonds gave the financial report. She explained that all revenues and expenditures should be around 50% as we are half way through the year. She highlighted expenditures that were a little out of line explaining the discrepancies.

Regional Reports

Oglethorpe County: Mr. Downs reported that they have had a change in structure. Catherine Drewry will be the new chair and there will be other new officers. They still need one more new board member. They are in the middle of budget sessions now.

Madison County: Mr. Ingram reported that Mike Moak had replaced Ken Beck as secretary of their board and that he may fill a free spot here on this board. Libby Murray, who was Chair, has been ill and resigned from this board. They are revising their constitution. Master gardeners are involved in taking care of landscaping at the library. The Friends gave the library board \$6,000 - \$1000 for genealogy reference and \$5000 into the general fund. It's still unknown about the amount of money the BOE will include in their budget for the library but they are fairly sure the Board of Commissioners will pick up the difference.

Franklin County: Mr. Miller noted that they had a quorum at their meeting and now have a full board. Cathy Brown is a new board member. Mr. Miller is Chair, Mr. Mathis, Vice-Chair and Mr. Eschedor is Secretary. There is a roof leak in the Lavonia Library which is a current problem. They are encouraged by the board and their enthusiasm.

Oconee County: Their board will meet Monday and the Constitution and finances will be reviewed. There is a new member, Mrs. Luke.

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Athens-Clarke County: Budget issues were discussed as a main part of the Athens meeting. Some other issues discussed then will be taken up today by this board as well.

Director's Report

Mrs. Ames noted that each Chairman of a local board had a packet of information about a repair grant which is available from OPLS. The minimum amount is \$5,000. Funding agencies should be happy to do a 50/50 match with state funds for building needs. The deadline is February 16. The Athens-Clarke County Performance Review summary is attached. It gives some good information about the benefits of belonging to the region. The Children's Internet Protection Act will require filters on all computers to protect children if you receive Federal funds. We all do, LSTA grants, the e-rate, etc. We need policies in place by April 20. We have policies but they are not strict.

Staff Reports

Gail Firestone handed out information about libraries raising funds through websites. An example is a library affiliating with an online bookstore such as Amazon. From information she has received, the money is not pouring into the three libraries in Georgia who are doing this. Another money earner is a customized search box or being a partner with a grocery store's grocery card.

Susan Colegrove reported about the Viburnum Advocacy Grant. The ultimate goal is to increase local funding at each library. March 19 at the Oconee County Library there will be a workshop led by Suzanne Pfister to teach trustees how to be active advocates for the local library.

Old Business

Constitution and Bylaws Review Committee - Mr. Pollock appointed himself, Mr. Ingram, Dr. Prokasy and Ms. Smith to serve.

PINES - Julie Walker reported on Phase II. Money has been allocated in the legislature and we are moving right along. The formal timetable shows our library system going live in August.

New Business

Library Legislative Day - Vans will be leaving from this parking lot at 6 AM and 9:30 AM. Contact Pam Blake if you can come.

Mr. Wetherbee was unanimously elected Treasurer following a nomination and second from Mr. Downs and Mr. Shapiro.

Dr. Prokasy volunteered to serve as the At-Large representative of the Executive Committee of this Board.

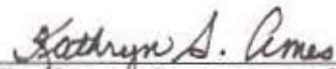
The Personnel Policy revisions were distributed to the board to read and review prior to a vote at the next board meeting.

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Community Service Worker Policy - The proposed policy(attached) was discussed and unanimously approved following a motion and second from Dr. Prokasy, Mr. Miller and Ms. Drewry.

Linda Smith announced that Weaver D would be at the Oconee Library on January 25 at 7 PM.

There being no other business, the meeting was adjourned at 4:40.


Kathryn S. Ames, Secretary

MINUTES
Regional Constitution and Bylaws Committee
February 26, 2001

Present: Phil Pollock, Linda Smith Bill Prokasy, Kathryn Ames

Absent: Gerald Ingram

The Committee reviewed the Constitution and Bylaws and made a few suggestions for changes in wording to reflect the changing scope of library services. The group agreed to the proposed changes and will ask Pam Blake to make these adjustments to be mailed in March to all regional board members.

According to the Constitution, it may be amended at any meeting of the Board, provided proposed changes are submitted 30 days in advance of the meeting and a quorum is present. These procedures will be observed.

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
April 10, 2001

Mr. Berryman, Chairman, welcomed the permanent new member from Winterville, Courtney Bell, and called the meeting to order at 4:00 PM. Present were Ms. Abercrombie, Mr. Dendy, Ms. DeJoy, Mr. Eberhard, Mr. Heyl, Mr. Mokler, Mr. Pollock, Dr. Prokasy, and Mr. Ruffin. Ms. Adams, Mrs. Middleton, Mr. Tritt and Mr. Wetherbee were excused. Staff members present were Mrs. Ames, Mrs. Auwarter, Mrs. Ferrelle, Mrs. Firestone, Mrs. Simonds, Mrs. Walker, and Mrs. Blake, who recorded the minutes.

The minutes of the January 9, 2001 meeting were approved as mailed with no additions or corrections upon a motion and second by Mr. Eberhard and Mr. Pollock. There were no members of the public present.

Mrs. Simonds gave the financial report. Overall revenues are at 70% which are a little low but interest will be posted at the end of the year. She explained some of the high budget expenditures, such as advertising but pointed out that the telephone figure was low due to e-rate as was gas heat, so we will have flexibility to amend the budget if necessary.

The agenda was adopted after adding under Other Business, Long Range Alternative Financing, upon a motion and second by Mr. Pollock and Mr. Ruffin.

Coffee Cafe - Information from Diego Kirsh, who with Charlie Mustard, is interested in providing a coffee shop at the library was presented. They propose that the front right corner of the building is a good spot for either a drive through window and/or a separate entrance. They would staff, equip and supply the café. Based on the way this has worked in other locations, the library would receive a percentage of gross sales and from rent of the space. The café could be as simple as a cart or as large as an expansion of the building. Board members raised several questions including the fact that the Athens-Clarke County Government owns the building and any structural changes would have to go before the Commission. Mr. Berryman referred this issue to Building and Grounds Committee and suggested contact with Steve Martin and Jerry Myers at the county. Dr. Prokasy proposed providing a preliminary sketch of 2 or 3 models of ways this could be done.

Staff Reports

Clare Auwarter provided information on the Athens Bicentennial celebration and the programs the library committee has developed for the year. (See attached).

Gail Firestone reported on Family Place, a \$20,000 grant which has been awarded to us to provide parent/child workshops in partnership with Family Connection. This is an initiative of Libraries for the Future.

Committee Reports

1. Friends of the Library- Gail Firestone reported that with the wonderful partnership with Borders, the booksale made \$16,600. It was an excellent location. The FOL are working toward Family Fun Day on August 11 now and have good FOL board participation. This board will send a letter thanking Borders.
 2. Winterville - Ms. Bell as the new representative from Winterville reported that usage and circulation have increased greatly over last year even though hours and staff were limited. The library is becoming a center of the community.
 3. Endowment - Stacey Ferrelle reported only \$800 remains to be raised before July 31 to meet the NEH match of \$300,000. February 13 the plate wall was unveiled at a special event thanking large donors to the Endowment.
 4. Public Relations/Advocacy - Dr. Eberhard reported that the PR Committee had not met. However he did report that the Advocacy workshop was well attended and offered a program which could double our budget in a year. The workshop was well structured and helpful.
 5. Book Complaint - A complaint was received just yesterday and Julie Walker will notify the committee when she has the material ready for review.
- Building and Grounds - Mr. Pollock reported that the book drop has problems with water getting into the bins and damaging books. He proposed employing a designer, spending no more than \$2000, to design a cover over the book drops and to come back with a proposal at the next meeting. The motion passed unanimously after Dr. Prokasy's second.

Director's Report

Board member, Wendy Adams got married this weekend and is now Mrs. Aina. The library was notified today it has received two \$20,000 LSTA grants. Mrs. Ames explained about the bat situation. The library celebrated its 9th birthday over the weekend.

Mrs. Ames invited board members to read her attached report which is self explanatory.

Library directors were recently briefed about the necessity of having public hearings on the Children's Internet Protection Act. This Act impacts us directly if we wish to continue to qualify for the e-rate as it requires filters on all computers.

Mr. Berryman mentioned the identify theft/check fraud ring which had attempted to defraud the library. Mrs. Simonds actions resulted in the arrest of one individual.

Unfinished Business

Clark County Performance Audit - Mr. Berryman reported that on March 13 he and Mrs. Ames, with several other board members present, met with the Commission to go over and discuss the audit. It was a very positive meeting. The age old question of "why don't we try to get money from the BOE" was raised once again. Judging from the results from other departmental audits, John Wolfe is taken seriously by the Commission and this report may help the library. Whether it comes out in the budget remains to be seen.

Constitution and Bylaws - will review during the next quarter.

New Business

1. Clarke County Facilities lease - this is one of the proposals in the audit. Central Services has been instructed to draft a lease with our input. It is being reviewed now with revisions at the county level and will be brought to this board at the July meeting.

2. Friends of the Library requests

A. Family Fun Day is planned for the first Saturday before school starts (Aug 11). They request that the building open at 10:00 that day rather than noon. Staffing should not be a problem this far in advance. The request was unanimously approved upon a motion and second from Mrs. DeJoy and Mr. Dendy.

B. Shade for patio - From the wish list of a year ago, a covering over part of the patio for employees. Mr. Wetherbee helped design this proposal and the FOL would pay for installation. Estimated cost is \$1,400. Mr. Ruffin moved and Mr. Dendy seconded acceptance of this proposal pending Athens-Clarke County Government approval.

3. It was recommended that the board send a certificate of appreciation to Keith Heard, State Representative from District 89, thanking him for the \$10,000 for materials in Spanish he recommended for the library.

4. Security Camera grant - The library has asked Clarke County for \$5,000 for security cameras. We have applied for a grant from the state which would double the money and enable us to install 7 cameras and 2 monitoring units.

Other Business

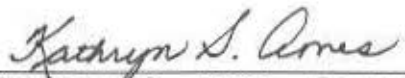
Alternative Financing - Mr. Eberhard wants to explore other ways to fund the library rather than being a secondary agency. He suggested four: 1) stay a secondary agency, 2) be a direct

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county agency, 3)with independent funding - set up a taxing district, 4) develop an impact fee tax. It was agreed to defer this issue until the mayor's budget is presented.

Mr. Dendy suggested asking the Chair of the Board of Regents, Glenn White, who is our regent representative, to come tour the library. Perhaps other local legislators and the commissioners could also be invited for some sort of event.

As there was no other business, the meeting was adjourned at 5:43.


Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
April 19, 2001

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Pollock, Chairman, at 3:31. Attending from Athens-Clarke County were Dr. Prokasy and Mr. Wetherbee; from Franklin County were Ms. Gothard and Mr. Mathis; from Madison County was Mr. Ingram; from Oconee County were Mr. Wyllie representing Mr. Swan and Mr. Billings; and from Oglethorpe County were Mr. Shapiro and Mrs. Drewry. Ms. Smith arrived late. Mr. Miller and Mr. Ruffin were excused and Mr. Downs was absent. Mrs. Ames, Mrs. Walker, Mrs. Simonds, Mrs. Burns, and Mrs. Blake, who recorded the minutes, were present from the library staff.

Introduction of new members was the first order of business. The minutes from October 19, 2000 and January 18, 2001 meeting were unanimously accepted as mailed on a motion and second from Ms. Drewry and Mr. Wetherbee.

There were no members of the public present. The agenda was adopted on a motion and second from Dr. Prokasy and Mr. Ingram.

Mrs. Simonds gave the financial report. She explained that revenues were at 70% right where we should be. She then went into expenditure detail by county with an overall total expenditure of 73% which is very good.

Regional Reports

Oglethorpe County: Ms. Drewry reported that the branch manager has purchased some new books with gift money. One active Friend is trying to get a group going. Computer classes, a book discussion group, dinner and a movie and other activities are on-going. The board is still writing the Constitution and Bylaws revisions. The County is working toward fixing the heating and air system. Three new board members have been nominated.

Madison County: Mr. Ingram said they finally got a member of the BOE to attend a meeting. Their feeling is that school boards shouldn't be involved in funding libraries. John Brantley, Vice Chair, is trying to get the BOE, BOC and library board together to iron out issues. They would like to give staff salary increases next year. The lighting problem is working toward a resolution. A master gardener has a plan to beautify the grounds. The Friends are sponsoring a spring book sale and plan to purchase a new TV.

Franklin County: Mr. Mathis noted the Advocacy workshop really helped Emma and Rosie, branch managers. The FOL in Royston are planning to recarpet and repaper the meeting room. A Friends group is trying to get started in Lavonia. Downtown Development Authority member, Gary Fesperman, is working on a grant to take care of some problems with Lavonia's building. The board has presented its budget request to the BOE.

Oconee County: Ms. Smith said the FOL group is very active. They held a winter celebration with Weaver D. There is a quilt raffle now to fund enhancement of Vacation Reading Club activities. There are several book groups - one now on-line. The board has been talking to both BOC and BOE asking for budget increases. The chair of the BOC came to the board meeting last week. City of Bogart has been asked for an increase too as the board would like to extend hours of the Bogart Library from 10-8 M-Th. The board has asked for doors to meet ADA requirements in Bogart from the BOC. Phyllis Luke is a new board member.

Athens-Clarke County: The problem with bats in the building was explained as well as the identity theft/check fraud problem.

Director's Report

Mrs. Ames pointed out the Vacation Reading Club materials. PINES computers have replaced dumb terminals in each library. The bookmobile is out of commission for 2 1/2 weeks waiting for radiator repair. Staff will use vans to visit the homebound. The letter from T. Ploeg seems to imply that a county board can put a value on a board seat. This is a slightly different interpretation than before. The local board can decide its composition. Cathy Helms says its legal for the BOE to make a contribution to the library. This issue has come up in Madison County and likely will elsewhere as well. Mrs. Ames noted repair grants for different branches should have been announced by 4/13/01 but as yet no response from OPLS.

Staff Report

Paige Burns says the larger service area has been a success after 9 months. She provided handouts showing how it changed service and circulation. She said the TBC is depending more on volunteers but are working on increasing staff. There is funding for another part-time staff member but they were waiting to see where the greatest needs were. Space is tight but a grant has been applied for to replace compact shelving. Goals: To visit all library branches in new counties and will continue to do so in old one. Continue outreach. Survey responses have been positive.

Old Business

Constitution and Bylaws Review Committee - The changes in the constitution were unanimously approved as recommended on a motion and second from Mr. Shapiro and Mr. Wetherbee.

Personnel Policy - Ray Billings, chair, presented the personnel policy for adoption. Prior to a vote on the entire policy, it was recommended that the library adopt a Personal Leave Day. This was unanimously approved on a motion and second from Mr. Wetherbee and Mr. Shapiro. After some discussion it was

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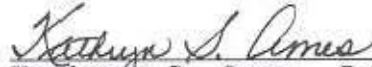
agreed to remove from consideration the Education Leave section and to send it to the Personnel Committee for further work. The remainder of the Personnel Policy was unanimously adopted on a motion and second from Dr. Prokasy and Mr. Shapiro.

New Business

Contracts/Grant Applications - Because of the change voted on earlier to the Constitution and Bylaws, no action needed here.

Children's Internet Protection Act - The folders contain information regarding the Internet, our user policies, and handouts from our attorney, Cathy Helms. Please look at the policy from a behavior point of view prior to our July meeting. We may have to purchase screening devices to go over every computer monitor. ALA has challenged this act, but no court decisions have been made as yet to change this law.

There being no other business, the meeting was adjourned at 5:02.


Kathryn S. Ames, Secretary

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
July 10, 2001

Mr. Berryman, Chairman, called the meeting to order at 4:00 PM. Present were Ms. Abercrombie, Ms. Bell, Mr. Dendy, Mr. Eberhard, Mr. Heyl, Mrs. Middleton, Ms. Pope, Mr. Pollock, Mr. Ruffin and Mr. Tritt. Mr. Mokler and Ms. DeJoy were excused. Dr. Prokasy Mr. Wetherbee were absent. Staff members present were Mrs. Ames, Ms. Navarre, Mrs. Ferrelle, Mrs. Simonds, Mrs. Walker, and Mrs. Blake, who recorded the minutes.

Mr. Berryman welcomed Kristen Pope, the new board member. Minutes of the April, 2001 meeting were approved as mailed upon a motion and second by Mr. Pollock and Mr. Tritt. There were no members of the public present. The agenda was adopted with no changes upon a motion and second by Mr. Dendy and Mr. Tritt.

Mrs. Simonds gave the financial report. The report shows that we are at 99% of expenditures and 98.56% of revenues. The interest is from checking only. Because there is only a 1% variance between actual expenditures and the budget, there is no need to amend the budget.

Mrs. Simonds presented the FY02 budget. There is a 9% increase for our agency in county funding. John Wolfe's performance audit recommended a 4% increase in salaries for all employees, more for 11 designated positions. However, the county only gave us half of what we requested to compensate those 11 designated positions.

Staff Reports

Healthierleigh Navarre, Volunteer Coordinator and Store Manager, reported that we had 5,180.25 volunteer hours with a value to us of \$31,081 during FY01. The Store increased sales 12% over last year and broke the \$40,000 mark. A portion of the proceeds goes to library programming, a portion to the Endowment and the rest restocks the store.

Committee Reports

1. Friends of the Library- there was no representative to report.
2. Winterville - Ms. Bell reported that the Friends had raised \$1000 at the Marigold Festival. Sunday hours have been discontinued.
3. Endowment - Mrs. Ferrelle reported the Endowment has reached its \$150,000 goal. We are finished with the NEH grant. The board will be meeting to decide how to raise \$50,000 more to reach its stage one goal.
4. PR - September 18 is the Chamber breakfast.
5. Book Complaint - Mrs. Middleton reported there was one complaint about an audio tape. The committee decided the tape should remain in the collection.

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Athens-Clarke County Library Board

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6. Building and Grounds - Mr. Pollock presented Karen Wheat's proposal for solving the book drop water problem. Mrs. Ames said there is some money (\$37,000 in consulting funds and \$236,000 in library reserve) to solve some of these building issues. The county would have to approve any changes to the building although they might be willing to do some curb work now. On a motion and second from Mr. Pollock and Mr. Ruffin, it was decided to move the book drops to the new location to see how it works before we ask for changes to the building. The second proposal was for money to fix several problem areas in the building. The Business Office, Training Room and Heritage Room offices would be redesigned. All equipment is on state contract. Mrs. Middleton moved to accept the proposal with Mr. Pollock providing the second. The motion to spend \$22,483.25 passed unanimously.

Director's Report

Mrs. Ames reported that a task force had been formed in Winterville because they have received a \$5,000 grant from Senator Doug Haines. It cannot be used for personnel. The task force will be trying to negotiate a way to pay for the branch and increase the branch manager's salary and get back the Sunday hours. The attached report shows that a number of staff members have worked on a list of grants. Mrs. Ames also mentioned the latest letter from Jo Vaughn reporting harassment by our library security. Mrs. Ames was asked to find some way to follow the grants fiscally and for a quarterly report for the board.

Unfinished Business

1. Mr. Berryman reported that the lease is now in the Assistant Managers office for review. He and Mrs. Ames will try to meet with the county soon.

2. Constitution Review - members will be contacted and a meeting set up prior to the next board meeting.

3. Security cameras - We have purchased 2 monitors and 8 cameras. A question was raised if we were required to post a sign at the entrance warning patrons they were under surveillance. We will post a warning saying cameras are in use.

4. Alternate Financing-Mr. Eberhard said he would like to find a way to avoid going to the county for 60% of the budget. There is no state law that would prevent us from becoming a taxing agent. Or we could ask to be a direct county department or go for separate status (through the legislative delegation). Following a discussion the consensus of the board was to leave this an inactive issue at this time. It was suggested that we send a letter to each commissioner with a copy of the patron satisfaction survey. Also, that we summarize the results for the public and let them know we are addressing those issues that we can and answer those that we can't.

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New Business

1. The contract with Athens-Clarke County Government for FY02 funding was unanimously approved on a motion and second from Mr. Eberhard and Mr. Dendy.

2. The FY02 Athens-Clarke County Library Budget was unanimously approved after some discussion upon a motion and second from Mr. Heyl and Mr. Ruffin.

3. Request for Stitching Stars Program - After an explanation of this program, the storytelling festival here which would require that the auditorium be used before hours on Saturday, March 16, 2002; and use of Steney Stovall later, charging a small fee for the evening performance, there was a discussion. The proposal was unanimously accepted upon a motion and second by Mr. Dendy and Ms. Abercrombie with the proceeds earmarked for the Endowment.

4. ETC/Gates Computer Policy - The attached policy allowing non-library sponsored programs to be conducted in these two areas of the library were unanimously passed following discussion and a motion and second by Mr. Pollock and Mr. Dendy.

Mr. Dendy asked a question pertaining to the audit review and the issue of whether school board funding was ever going to go anywhere. Mr. Berryman replied that he thought the issue should be decided directly by the elected board of commissioners and the elected school board. There was interest from Mayor Eldridge in doing this and we have offered to go and meet with them if they pursue this.

There has been no firm proposal on the coffee café from either Diego or Charlie Mustard.

There being no further business, the meeting was adjourned at 5:20.


Kathryn S. Ames, Secretary

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and they are traveling to Oglethorpe County tonight to help organize. The board and staff are trying to find ways to interest blacks and Hispanics in the library.

Oglethorpe County: Ms. Drewry reported that the BOE would not increase the amount (\$15,000) they give to the library. They have asked for some use numbers to provide their auditors. Library use is really up. The BOE did fund a new 19 hour position to help. There are lots of programs going on including the summer art program funded by a grant. The cities of Crawford and Arnoldsville have been approached for a small amount of funding. There are three new board members and officers have been replaced. The Friends group is booming. There were 7 members in the spring and 110 now. Some volunteers have been going out with the bookmobile to do programs.

corrected
per
Mrs
Drewry
10/25/01

Athens-Clarke County: Mr. Ruffin reported that Athens-Clarke had a positive financial report and that the FY02 budget had been authorized. The Endowment Fund has met its goal. We had about \$31,000 worth of volunteer time at minimum wage during the year. From building and grounds, you may notice we have moved the bookdrops and also now have 8 security cameras in place throughout the building.

Staff Reports - Stacey Ferrelle reported on Advocacy goals. The workshop was a success and the scanner and printer have been purchased and installed. A Chamber of Commerce Breakfast Before Hours has been planned for September 18 for board members, funding agencies, legislators. We hope to do an on-line newsletter and are currently talking with Lamar Outdoor Advertising to put up a billboard in each county. Mrs. Ferrelle presented the first draft of 4 new logos for the library and asked for board feedback. This is part of the goal to increase visibility and raise budgets by 10%. This year the branches increased 3-4% and Athens increased 9%.

Paige Burns, Talking Book Center Manager, presented some suggested TBC policy changes necessary since the move to 21 counties and changes in national policies. Mr. Miller moved and Dr. Prokasy seconded the proposed changes. After some discussion about how adding Gwinnett county has affected our TBC, the motion was unanimously approved. Ms. Burns also reported on the \$25,000 Special Needs Grant to host special needs children workshops and a series of 3 workshops on learning disabilities. They are scheduled for August and September. The grant will also purchase materials on special needs.

Director's Report

Mrs. Ames began her report with the news that a new state librarian, Dr. Lamar Veatch had been selected. The auditors findings are on lack of staff not on the handling of funds. The

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annual report is due on September 15 this year so that is the target date to close this years books. Board members were invited to read the rest of her attached report.

Old Business

CIPA - Judy Atwood, Clare Auwarter and Julie Walker each presented a section of what is involved in this legislation. Judy gave a synopsis of the law, Julie reported on the policies we currently have and Clare gave the recommendations. Basically, in October, staff will recommend policy changes. Right now it is an unfunded mandate.

Amend Budget - we were within the allowable variance so this is not needed.

PINES Update - Julie gave information about staff training which will be held in Watkinsville and that September 5 was our system's "go live" date.

Repair Grants - Mrs. Ames asked board members to thank their local legislative delegation when they see them. We got a lot done in the region because of them.

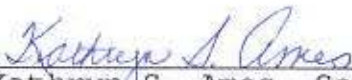
New Business

Vacation Accrual Policy - this is a slight change because we are required by the auditor to reserve 360 hours per person. Following some discussion the policy was unanimously approved following a motion and second from Mr. Ruffin and Ms. Drewry.

PINES Circulation - Julie Walker presented the recommendations. Dr. Prokasy and Mr. Shapiro moved and seconded to accept the plan as presented after amending the language on the Group ID. The motion passed unanimously. The board unanimously decided to start at 3 years or the new highest fines and go down in entering patrons who owe money to be recovered on a motion and second from Mr. Miller and Ms. Drewry.

FY02 Budgets - The TBC and M & O Regional Budget were adopted as presented after discussion on a motion and second from Mr. Swan and Mr. Miller. The Materials budget was approved as mailed on a motion and second by Mr. Swan and Mr. Shapiro. State Salaries and Travel budget were also unanimously approved after a motion and second from Mr. Miller and Mr. Ruffin. The Athens-Clarke County Library Board has recommended that its contract with the Athens-Clarke County Government be ratified. The vote was unanimous following a motion and second by Mr. Miller and Mr. Shapiro.

There being no other business, the meeting was adjourned at 5:20.


Kathryn S. Ames, Secretary

MINUTES
Executive Committee
September 4, 2001

Present: Phil Pollock, Wayne Miller, Dr. Prokasy, Ron Wetherbee, and Bill Berryman

The Executive Committee met at 11:34 in the boardroom to evaluate the director's performance.

Mr. Pollock began by inviting Mrs. Ames to give her assessment of her performance over the past year. Mrs. Ames covered the staff's competency, all the different grants that have been received(see attached), and itemized by county some of the main things that have happened or that she's working on.

She also listed from her job description the responsibilities she has in the region and responded to each in detail(see attached).

Then she provided a list of personal accomplishments and a summary of what she's done this year. (see attached)

Mrs. Ames was asked what 2-3 things she would like to do over or better. She responded 1) strategic planning efforts slipped 2) did not do a good job in the budget presentation at the last meeting 3) that the library should never have accepted Samson and she feels she bears some responsibility as she served on the committee that recommended its implementation.

Mrs. Ames left the room and Mr. Pollock asked for comments from each member. Everyone was very positive in their remarks and felt that Mrs. Ames was looking out for the best interests of the library and looking to the future. There was a strong vote of confidence from the Executive Committee for Mrs. Ames. Job performance.

The meeting adjourned at 12:05.

ATHENS CLARKE COUNTY LIBRARY BOARD
MINUTES
October 9, 2001

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4PM on October 9, by Mr. Berryman, Chair. Present were Ms. Abercrombie, Mr. Berryman, Ms. DeJoy, ~~Mr. Dendy~~, ~~Ms. Middleton~~, Mr. Mokler, Mr. Pollock, Ms. Pope, Mr. Prokasy, and Mr. Tritt. Mr. Ruffin was late. Ms. Bell, Mr. Eberhart, and Mr. Heyl were absent. Mr. Wetherbee was excused. Staff representatives included Ms. Ames, Ms. Ferrelle, Ms. Walker, and Ms. Carter.

The minutes from the meeting of July 10, 2001, were read and approved upon a motion from Ms. Abercrombie, second by Pollock and unanimous vote.

Mr. Tritt presented the financial report for the Board's information. There are some areas that are higher than expected including postage, advertising, travel and security. The City of Winterville has been billed, but they had not yet paid their contribution.

There was no public comment. Mr. Ruffin made the motion to adopt the agenda followed by a second from Mr. Dendy. The vote was unanimous.

Mrs. Carter reported on the just completed LSTA grant to collect oral histories of educators in Athens who participated in the desegregation of the local school district. It continues now with volunteers. The grant was used to purchase equipment to record interviews with former teachers and educators, and for transcription. Photographs were digitized and will be preserved in the Heritage Room.

Committee reports followed. There was no report from the Friends Committee except to remind everyone about Café au Libris to be held in November. The Winterville Library has a new employee, Anne Wimberly, who has just begun work. Suzanne DeGrasse, the former branch manager, assumed the position of Branch Manager at the Madison County Library. Ms. Ferrelle noted that the Endowment's campaign to match the NEH grant has been completed and that they have less than \$30,000 to raise to meet the Phase I goal of \$500,000. There were no reports from the Public Relations, Building and Grounds, or the Book Review Committees.

Mrs. Ames presented the Director's report which is attached. She asked Mrs. Walker to report on the progress with PINES. After some major initial problems with the upgrade of the system and the addition of 140 new libraries, PINES is moving ahead. There are still some outstanding issues, but the system is currently working. By the end of October, it is expected that patrons will be able to access their records from home.

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Unfinished Business the Constitution Review Committee has not met, but will attempt to do so before the next meeting.

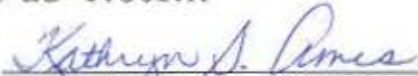
New Business Mr. Berryman appointed a committee to nominate the new officers of the Board for 2002. Members of the Committee are Abercrombie, Middleton, Mokler, and Dendy. At the January meeting, the first order of business will be to elect a new slate of officers.

Mrs. Ames discussed security issues including two problem patrons. Mrs. Ames and Mr. Berryman hope to meet with the Clarke County Attorney to discuss appropriate steps to remove unruly patrons from the building. The new security cameras have been installed. Mrs. Ames will check to see if motion detectors in the building can be linked to the lighting system.

Mr. Berryman expressed his thanks to Pat Tritt for his 10 years of Board service. A book has been placed in his honor in the library's collection.

Board members were invited to attend the Breakfast Before Hours sponsored by the Friends and the Chamber of Commerce. It will be held on November 13.

The meeting was adjourned at 4:50PM.


Kathryn S. Ames, Secretary

**Minutes
Athens Regional Library Board
October 25, 2001**

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Pollock, Chairman, at 3:30. Attending from Athens-Clarke County were Dr. Prokasy and Mr. Ruffin; from Franklin County were Mr. Mathis and Mr. Miller; from Madison County was Mr. Ingram, Mr. Moak, Ms. Richards and Mrs. Murray; from Oconee County were Ms. Smith, Mrs. Luke for Mr. Swan, and Ms. Craft for Mr. Billings; and from Oglethorpe County were Mr. Shapiro, Mrs. Drewry and Mr. Downs who arrived late. Mr. Wetherbee and Ms. Gothard were absent. Mrs. Ames, Mrs. Walker, Mrs. Simonds, Mrs. Atwood, Mrs. Burns and Mrs. Blake, who recorded the minutes, were present from the library staff.

Mr. Pollock welcomed everyone and asked those present to introduce themselves as we had several substitutes.

The minutes from the July 19 , 2001, meeting were unanimously accepted as corrected by Mrs. Drewry. There were no members of the public present. The agenda was adopted as amended with an addition of a PINES discussion under old business upon a motion and second from Mr. Ingram and Mrs. Murray.

Mrs. Simonds gave the financial report. Every funding agency which owes money has been billed. Expenditures were right where they should be at 24% total.

Regional Reports

Madison County: Mr. Ingram announced that the BOE officially will no longer fund the library. The BOC has been notified that they are the sole funding agency. The library is officially out of money as of 10/1 but the board is not worried. There is a new branch manager, Suzie DeGrasse, and a new computer specialist, Stan Rowland. John Brantley's term is up and a replacement has not yet been appointed. The board needs to readjust terms and bylaws. The new officers are Ingram, Chairman, Moak, Vice Chairman, and Booth, Secretary.

Franklin County: Mr. Miller noted that the board is filling positions subject to the appointing authorities approval. The BOC changed its fiscal year to Jan-Dec. and the budget stays in limbo because of this. The BOC has appropriated \$24,000 even though \$30,000 had been requested. This matches the BOE contribution. Renovations have been done on both buildings because of the repair grants.

Oglethorpe County: Ms. Drewry reported although circulation is down, computer use is up when statistics are compared with last year's numbers. This indicates the library is still heavily used. They are working on a puppet show of the history of Oglethorpe County. The Vacation Reading Club had more participants than usual. The FOL had a great scarecrow celebration as a fundraiser. The library is providing space for Athens Tech.

classes on Tuesday and Thursday nights. Oglethorpe County has a budget surplus in Gifts and Reserve.

Oconee County: Ms. Smith said they are losing two board members because their terms have expired. The Vacation Reading Club was very successful and there were a lot of adult programs. Oconee has hosted a lot of the training sessions for PINES. There is an active FOL group and Family Fun Day is coming up soon. There will be a staff appreciation dinner in early December. The BOC has asked the library to cut its budget though there is some confusion as to the amount. The Oconee board asked for a Performance Review audit and as a result is recommending that the regional board form a Performance Policy Committee to review the policy, revise the form and decide on retention issues. Mr. Pollock referred this issue to the Personnel Policy Committee which is composed of Ray Billings, Gene Ruffin, Wayne Miller and Catherine Drewry. Ms. Smith was invited to come speak to the committee when it meets about Oconee Board concerns.

Athens-Clarke County: Mrs. Ames said security issues had highlighted the Clarke County meeting. She explained the newspaper story and mentioned the new motion detectors. It was a short meeting.

Director's Report

Mrs. Ames announced that the Endowment did raise \$300,000 to meet the NEH Challenge Grant. The Endowment Board has done a great job. Mrs. Ames said she had spoken to library directors the day before about advocacy. She also reported that libraries have to reduce their budgets 2% this year and 5% next year. All the reduction will be in the materials budget - this was a state decision. Each library's FOL group may be asked to help make up this shortfall. Mrs. Ames also reported on the workshop she had attended the week before in San Diego. She said each board more than ever needs to work to be relevant in each community. She hopes we can all benefit from the forms she brought back from the workshop.

Old Business

CIPA - Julie Walker presented the Internet Access policy's recommended changes because terminology has changed and also because CIPA requires some guidelines and changes. We are anticipating further changes when some management software is added. This policy is for the entire system. Gates computers have to have filters. The policy was passed unanimously after changes to #5 about location of filters and the addition of "permission of parent or legal guardian" on a motion and second from Mr. Downs and Mr. Ruffin. Several typos will be fixed too.

Director's Evaluation - Mr. Pollock reported that the Director has received a high recommendation and approval.

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New Business

PINES - Ms. Smith expressed her dissatisfaction with PINES. She said it came on board without the capabilities Dynix had and she asked to see copies of correspondence of our complaints about the system. For example: patrons being about to see what books are checked out and to renew books themselves. Mrs. Walker explained that every user will eventually have a pin # to ensure the ability to renew - maybe in November - and she assured Ms. Smith that we had been very vocal in our unhappiness with various aspects of PINES.

TBC Name Change - Paige Burns presented the request to change the name to more accurately reflect what clientele they serve from Talking Book Center to Special Needs Center of Northeast Georgia. The change was unanimously approved on a motion from Mrs. Drewry and second from Dr. Prokasy.

Mr. Pollock informed the board that he had signed the various Assurances required for the Annual Report and Application for State Aid.

Policy Review

1. Collection Development. Judy Atwood presented the policy for adoption. After some discussion and questions about the Freedom to View in regard to children's values, the policy was returned to the committee for further work.

2. Collection Use. The changes modify and adapt what we agreed to when the board voted to join PINES. The policy was unanimously adopted as changed on a motion and second from Mr. Miller and Mr. Downs.

There being no other business, the meeting was adjourned at 4:45.

Kathryn S. Ames, Secretary

MINUTES
Building and Grounds Committee
November 8, 2001, 11:30 AM

Present: Phil Pollock, Chair; Corwin Mokler, William Prokasy, Pat Tritt, and Pam Blake from the library staff.

The Friends of the Athens-Clarke County Library proposal to purchase a piano was discussed. Because of the space issue and how often the piano would realistically be used, the committee asked Mr. Pollock to talk with Friends liaison, Gail Firestone, about any alternatives the Friends might be willing to consider. Specifically, renting a piano whenever one is needed.

The Building and Grounds Committee then did a walk through of the building making recommendations for repairs, carpet replacement and paint. Attached is a list of recommendations. The Committee adjourned at 1:00.

Outside Front door - Need a canopy extension to cover the opening architects left between the building and the canopy. This poses a safety hazard when it rains/or ices over. Water drips through and can cause patrons to slip coming into the building. There are also water stains on the brick beside the front door.

Foyer - A few tiles by sliding door need replacement.

Auditorium - serious scratches on stage need sanding and refinishing. Some chair upholstery needs repair at seams.

Circulation - Carpet in front of checkout desk needs replacement. Faded and stained despite repeated cleaning.

Browsing - Serious carpet stains and wear. Most upholstery holding up well except the red fabric. It has serious pilling on the seats. County workers are refinishing the wood arms on these chairs because of serious graffiti.

Young Adult - Fabric walls are bubbling.

TBC - Rattling from the HVAC system vent in librarian's office. (Also in Administrative Assistant's office upstairs)

Children's Story Room - carpet needs replacing.

It was suggested that we need corner-edge strips put all over the building because either the fabric wall covering there is frayed and pulling off or the paint covering is chipped and scratched.

It was also suggested that every column in the building have some kind of protective barrier, perhaps carpeting, put in place at least 3-4 feet front the floor up the column to protect against bumps and scrapes.

The Committee noted lack of storage space throughout the building.

Painting Priorities

1. Every door in the building
2. Red columns throughout the first floor of building
3. Small Conference Room walls and columns
4. Children's Dept walls including story room.
5. Browsing/YA walls
6. Reference Area/Study Room walls
7. Fiction area walls
8. Auditorium walls
9. Administration walls
10. All other walls besides those in public areas

Minutes
Personnel Policy Committee
November 19, 2001

Attending: Phil Pollock, Wayne Miller, Catherine Drewry, Gene Ruffin, Linda Smith, Kathryn Ames

Phil Pollock called meeting to order at 4:05.

Linda Smith of Oconee County was invited to share her concerns about the performance review procedure. She expressed dissatisfaction that Oconee employees had not been evaluated for 2 years prior to 2001; she discussed the form being used; and she questioned the length of time a performance review should be retained.

Kathryn Ames responded that she had decided not to conduct performance reviews during 2000 because the management team had not developed a form that met their expectations, even after working with a consultant. During 2001, the group developed a form that could eventually be used should there be a move to "pay for performance," with some modifications. The Branch Manager in Oconee County in 1999 was new and had not had an opportunity to observe employees at work; therefore, it was decided to postpone reviews. Mrs. Ames did note that there were 2 disciplinary situations in the past year that resulted in written counseling statements each with dates for improvement and follow-up meetings.

The Committee discussed several issues. The group will meet electronically to form a recommendation for a change in policy that will be presented to the full regional board in January. The policy will reiterate the need to conduct a formal performance review prior to the end of the probationary period (6 months) and annually thereafter. The form, storage of reviews and timeframe are management decisions; Mrs. Ames was asked to contact Mr. Berryman for an opinion on legal retention guidelines.

The second issue of the meeting had to do with an employee's request for 3 personal leave days to be used for religious observances. The Committee reviewed the decision made by the regional board in July which added one personal leave day to be used at the employee's discretion during the calendar year (the current policy allowed use of this day during a very limited period between Thanksgiving and the New Year). The policy is in compliance with Title VII of the Civil Rights Act that encourages reasonable accommodation of employee's religious observances. The Committee recommended that the policy be continued with no change.

Mr. Pollock adjourned the meeting at 4:45 PM.

FINANCE COMMITTEE MEETING

The Finance Committee met Tuesday, December 3, at 3:00 in the Board Room with Mr. Berryman, Mr. Prokasy, Mr. Pollock, Mr. Tritt, Mrs. Ames and Mrs. Simonds present.

They first discussed the annual budget goals of the library including the need to continue the salary improvements begun last year as a result of the John Wolfe/Laura Frame study. A budget proposal incorporating these improvements and a 3 percent overall salary increase will be prepared and mailed to committee members for review. A capital budget item to be included is a new telephone system. Mrs. Ames expects that the Universal Service Fund (e-rate) may cover a portion of the cost of this system.

The County Finance Office has also requested a budget proposal reflecting a 5 percent reduction in current funding. There is virtually no "fat" in the library's operating budget, so any reductions must come from personnel budget adjustments. Obviously, these reductions will impact library service to the public. Several ideas were discussed. Mrs. Simonds will calculate the possible savings that could be accomplished from several different scenarios. Some of these reductions could include:

- Closing the Heritage Room entirely, using staff to fill vacancies as they arise

- Take bookmobile off the road, use existing staff to fill vacant positions

- Purchase books from vendors pre-processed. This would save 1.5 positions

- Close the Library Friday and Saturday. All staff would work Sunday-Thursday.

- This would eliminate many part-time positions

- Reduce hours of the ETC. Technicians would work in all areas of the building.

- Only savings would be PT position plus new PT position recommended in J.

- Wolfe study

- Close the library on Sunday, busiest day of the week. The resulting savings would not be great because staff work only 4-4.5 hours, but would lead to major public dissatisfaction

- Eliminate all part-time positions, using existing staff to handle these responsibilities. A cursory review indicates that most PT positions are clerical in nature, including shelving books, keeping shelves arranged, dealing with young adults after school, and receptionist positions. This would adversely impact the business office which must maintain "separation of responsibilities" This would also mean that higher paid personnel will be filling lower-level positions.

There is a requirement in Georgia law that funding agencies must maintain the current level of local funding. The Library Board did use this requirement in a prior year's budgeting. However, the State of Georgia is currently requiring its direct agencies to reduce budgets by 5 percent for FY2003.

Mrs. Simonds will mail each Committee member a list of potential savings.

The meeting was adjourned at 3:45.